

Follow-Up Meeting Reminder

Dear [Team/Recipient's Name],

This is a friendly reminder about our upcoming follow-up meeting regarding budget planning.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location] / [Insert Zoom Link]

Please be prepared to discuss the following points:

- Review of last meeting's notes
- Updates on budget proposals
- Next steps and deadlines

Your participation is crucial for the success of our budget planning process. If you have any questions or need to reschedule, please let me know.

Looking forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]